

5 January 1996

Personnel



FAMILY READINESS DEPLOYMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/DPXF (Ms Natalie Bassett)

Certified by: HQ AFRC/DP (Col Craig A. Lindberg)

Pages: 5

Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*, and Department of Defense Directive 1342.23, 29 September 1994, *Family Readiness in the National Guard and Reserve Components*. It establishes the procedures for supplementary guidance for the deployment Assistance Program within the Air Force Reserve.

1. Program Objective. The objective of the deployment assistance program is to ensure that all Air Force Reserve personnel and their families are provided assistance during deployment. The family readiness office ensures that all reservists being deployed be informed of the programs and services available to them and their family members.

2. Responsibility. The responsibility for the successful operation of the Family Readiness Deployment Assistance Program is a shared responsibility. The wing ensures support and resources are available to families during deployments. The family readiness director/liaison is responsible for the overall implementation of the deployment assistance program.

3. Procedures. Upon notification of reservists who are deploying for 14 days or more, the family readiness director/liaison obtains one copy of official TDY orders (AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, or DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**) from the information management office.

3.1. For personnel processing through the deployment line, family readiness personnel:

3.1.1. Present a short (no more than 5 minutes) deployment briefing after reservists have moved through the deployment processing line. Inform them of assistance and service available to family members during deployment. Recommend the briefing site be the holding area adjacent to the deployment processing line. A sample briefing format is at attachment 1.

- 3.1.2. Provide AFRES Form 73, **Family Readiness Data Card**, to any one who has a family member that requires special assistance or would like a family member to be contacted throughout the deployment.
- 3.1.3. Ensure follow up contact is made to families with special needs.
- 3.1.4. Coordinate with outside agencies (that is, Friends of Family Readiness, USO, Red Cross, etc.) to provide information about their organization, if applicable, along with refreshments at the holding area.
- 3.2. For a small group or an individual reservist, the family readiness personnel:
 - 3.2.1. Schedule and provide the briefing on an individual basis.
 - 3.2.2. Follow the instructions in paragraph 3.1.1, paragraph 3.1.2, and paragraph 3.1.3.
- 3.3. For family members, the family readiness personnel:
 - 3.3.1. Send family members of deployed personnel informational letters including types of support and services available to them during their member's absence along with the 1-800 number for the family readiness office. Sample memorandum is at attachment 2. Sample list of base and community resources is at attachment 3.
 - 3.3.2. For special requests recorded on the AFRES Form 73, contact the family member to assist with the request. Follow-up calls are made to family members with special needs.

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

Attachment 1

SUGGESTED FORMAT FOR FAMILY READINESS DEPLOYMENT BRIEFING

1. Introduce yourself and your staff.
2. Briefly tell reserve member what programs and services are available to them and their families.
3. Provide a copy of the AFRES Form 73, **Family Readiness Data Card**, to appropriate reservists.
4. Explain the difference between the Emergency Data Card and the Family Readiness Data Card.
5. Give an example of Family Readiness Special Assistance, that is, provide contact with a sick family member, reassure concerned family members, guardians, parents, and/or friends). Request reservist to provide address and telephone number of individuals requiring special assistance on the special assistance section of the AFRES Form 73.
6. Assure reserve member that family support is available to their family members throughout the deployment/separation.
7. Allow time for specific concerns on an individual basis that will be addressed after briefing.

Attachment 2**SAMPLE OF MEMORANDUM TO FAMILY MEMBERS DURING DEPLOYMENT**

Family Readiness Program

Return Address

Name

Address

City, State, ZIP Code

Dear Military Family Member(s)

During the deployment of your military sponsor, Family Readiness programs and services are available to you. The programs and services currently offered are, information and referral, separation, deployment, family life skills, crisis intervention, career transition assistance, personal financial management, relocation, and volunteer outreach program. Assistance is available to you and your family during annual tour, deployments, and throughout the year.

We have enclosed a list of community and base resources, which can be helpful to you during the absence of your military sponsor. Also, we have activity booklets for children to help them understand why their parent is away. If you have children and would like a copy for them, please call our office and we will be happy to send you one.

Our office is located in building _____ room _____ and we are open each weekday, Monday-Friday, from (time) and on UTA weekends. If you have any questions or suggestions on activities you would be interested in participating in during your family member's deployment, please contact our office. If at any time you have a question or concern, please don't hesitate to contact the Family Readiness office at _____ or 1-800- _____ or in any emergency call Security Police at _____.

NAME

Director/Liaison, Family Readiness

Attachment 3**SAMPLE LIST OF BASE AND COMMUNITY RESOURCES****ON-BASES RESOURCES**

Family Readiness Office	1-800-#
	Comm #Base
Operator	Tel #
Legal	Tel #
Chaplain	Tel #
Military Personnel Flight	Tel #
(Customer Service)	
Finance Office	Tel #
Pass and ID	Tel #
Base Exchange	Tel #
Security Police	Tel #

LOCAL COMMUNITY RESOURCES

American Red Cross	Tel #
United Service Organization	Tel #
United Way	Tel #